

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, January 17, 2019

Time: 0800

Location: Lewiston Auburn 911 Conference Room

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### Roll Call:

*Present-* Chief Brian O'Malley, Chief Brian Stockdale, Chief Robert Chase, Chief Jason Moen, Finance Director Heather Hunter, Councilor Michel Lajoie, Councilor Leroy Walker, Pat Mador, Esq.

*Staff-* Director Paul LeClair, IT Director Drew McKinley, Operations Manager Tim Hall

*Secretary-* Katie Gallant

*Guest(s)-*

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 07:58.

### Election of Officers:

- Lewiston Citizen at large Paul Robinson's term has ended. Auburn is reviewing applicants and will announce the citizen at large for their 3 year term.
  - Chair – Chief Brian O'Malley
  - Vice Chair – Chief Robert Chase
  - Treasurer – Finance Director heather Hunter
  - Secretary – Katie Gallant
- Motion to accept the Lewiston Auburn 911 Committee Members as written made by Ms. Pat Mador, Esq., seconded by Chief Jason Moen.

- All in favor. Motion passes.

Approval of Minutes: November 15, 2018, meeting minutes.

- Motion to accept the November minutes made by Finance Director Heather Hunter, seconded by Councilor Leroy Walker.
- All in favor. Motion passes.

Executive Session:

- No executive session.

Financial Report:

FY18 Audit Report

- Finance Director Hunter presented FY2018 audited financial report noting that the general operating fund and the capital project fund is segregated.
- The budget year ended with the fund balance above the Fund Balance Policy floor.
- There were no new findings and no adjustments made.
- Motion to accept the FY18 Audit Report made by Councilor Walker, seconded by Councilor Michel Lajoie.
- All in favor. Motion passes.

FY20 Budget Proposal

- Director LeClair presented the proposed FY20 budget to the committee noting a 1.43% increase.
- Chief O'Malley recommended to use fund balance to reduce the increase to 1%.
- Motion to accept the amended FY20 Budget Proposal made by Finance Director Hunter, seconded by Chief Moen.
- All in favor. Motion passes.

FY19 Budget to Date Review

- The FY19 year to date budget is presented by Director Paul LeClair.
- Motion to accept the FY19 budget report made by Councilor Walker, seconded by Ms. Mador, Esq.

- All in favor. Motion passes.

#### FY19 Capital Project Review

##### 800MHz Radio Engineering Services

- The pre-bid meeting was well attended. Bids are due February 22, 2019. Director LeClair and the Radio Project Committee will have a recommendation by the March LA911 Committee meeting.

##### Server Project

- Director LeClair projects that the server project will come in at or under budget.
- IT Director Drew McKinley advises that the project is approximately 95% done.

#### Director's Report:

##### Personnel Update

- There are currently two employees in training.
- The alternate schedule has been implemented on a trial basis starting. If the schedule is successful we will sign an MOU with the Union.
- It was requested that the committee consider revising the by-laws to allow the citizen-at-large members to serve on more than one committee. The City of Lewiston currently allows their committee members to serve on more than one committee. Director LeClair will check with the City Manager and the Clerk from the City of Auburn to see if they have any objections.

#### IT Director's Report:

- Nothing to report.

#### Operations Manager's Report

- Nothing to report.

#### Next meeting: \_\_\_\_\_

- Thursday, February 21, 2019, at 08:00.

#### Public Comment:

- No public comment.

#### Adjournment:

- Councilor Lajoie moves to adjourn the meeting, seconded by Chief Moen.
- Meeting adjourned at 08:39.